Incident Response Planning

The 15 Minute Workgroup Tabletop Exercise

May 2015

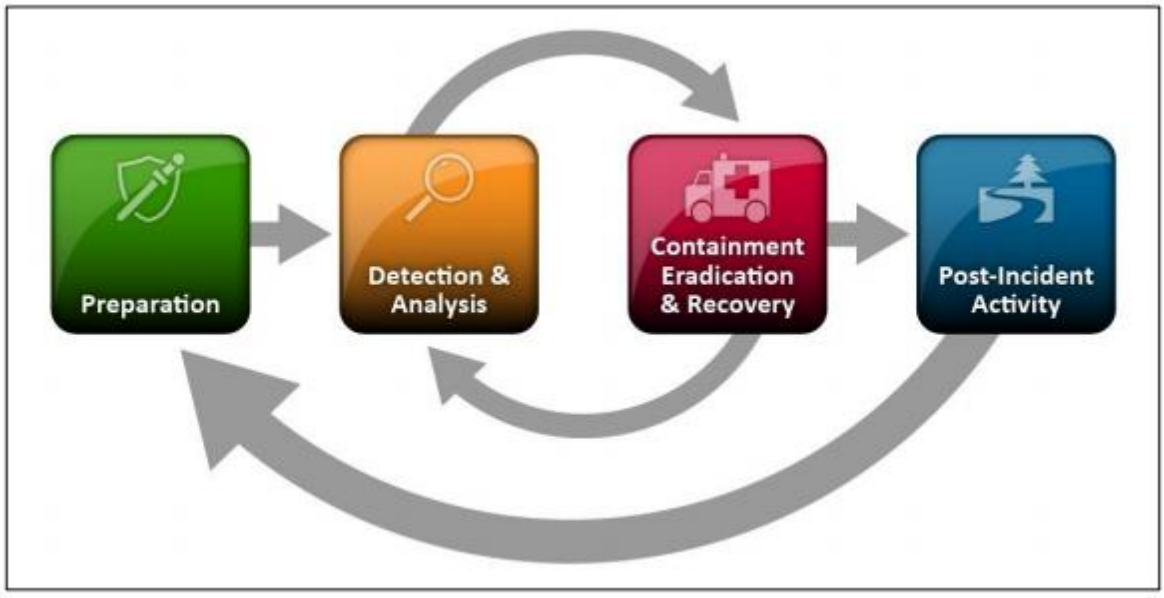
Provided for your use is a 15-minute tabletop exercise template for use in developing education and awareness at your agency. These exercises are brought to you by the CTS Security Operations Center (SOC), with a mission of providing centralized information sharing, monitoring, and analysis of Washington State security posture.

The goal of the tabletop exercise is to increase security situational awareness and to facilitate discussion of incident response in as simple a manner possible; targeting a time range of 15 minutes. The exercises provide an opportunity for management to present realistic scenarios to a workgroup for development of response processes.

How to best use the tabletop exercise:

1. Modify the tabletop scenario as needed to conform to your environment.
2. Engage management.
3. Present scenario to the workgroup.
4. Discuss the process to address the scenario.
5. Document the response and findings for future reference

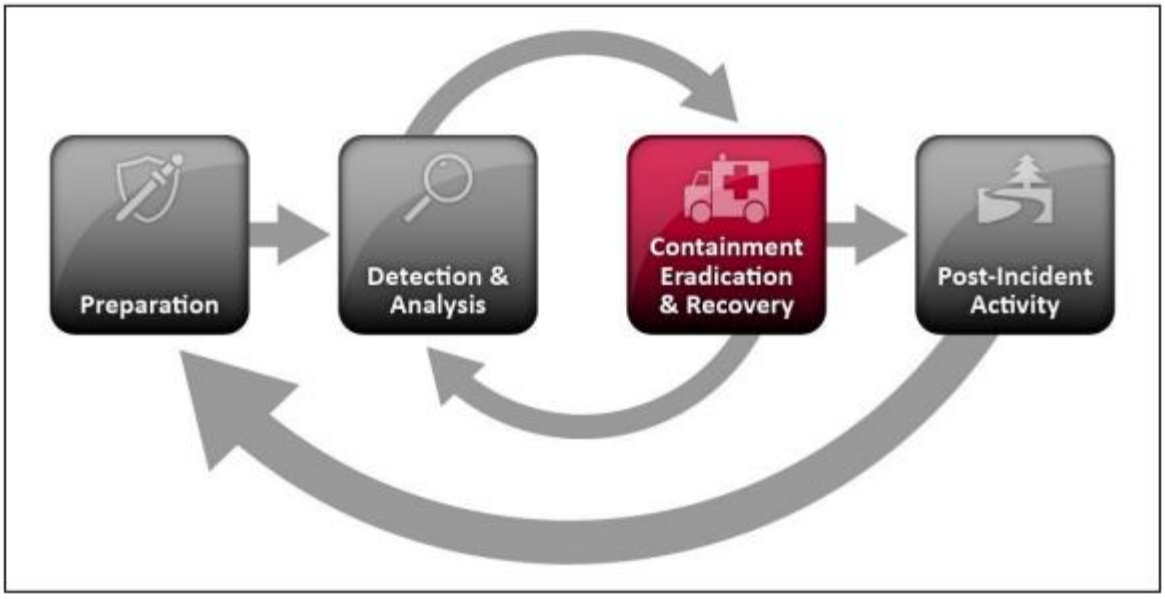
Note: A member of the CTS Security Operations Center will be happy to facilitate this exercise with a workgroup from your agency upon request to the CTS Service Desk at 360-753-2454.



EXERCISE SCENARIO

You have been informed by some of your staff that many of your public email addresses have received an ominous email threatening to DDoS your organization unless you pay 40 bitcoins. While analyzing the situation, you receive a call from executive management; apparently they also received the same email.

How do you respond?

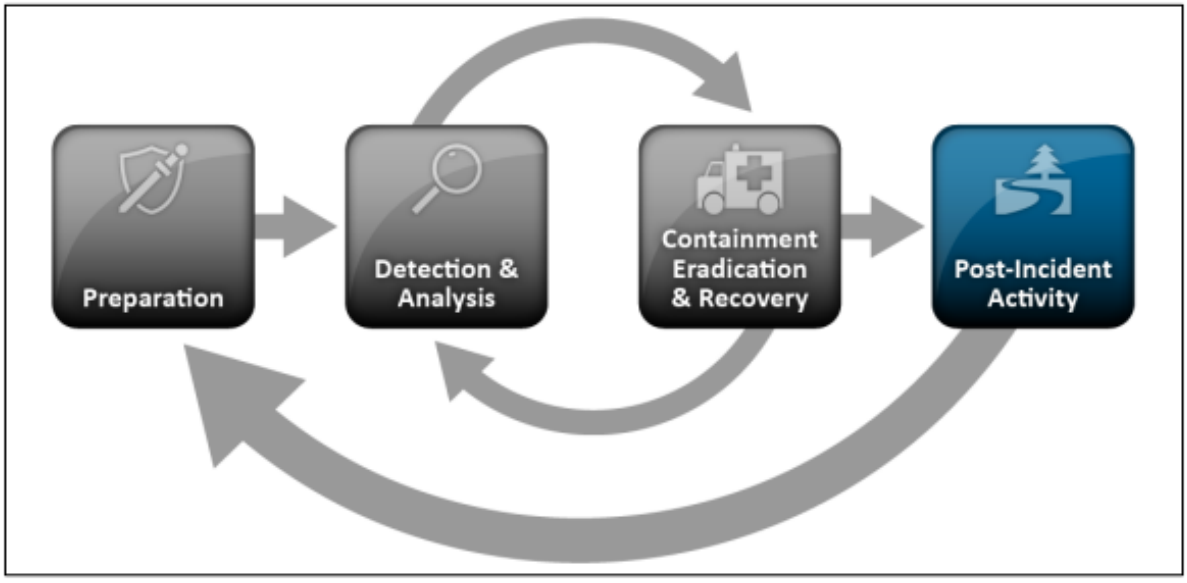


ITEMS TO DISCUSS

- How do you triage the event?
- What do you tell your executive that received the email?
    - How about the other staff that might have received the same email?
    - The executive wants to know what would happen to the organization's core function if you don't pay the extortion, what do you tell them?
- How do you determine level of impact?
    - What are your exposures?
    - What counter-measures do you currently have in place?
- What detective controls do you have in place?
- What additional preventive measures can you take to protect yourself?
- Who would you contact internally?
- Who would you contact externally?
    - Internet Service Provider (ISP)
    - Law Enforcement (LE)
    - Information Sharing & Analysis Center (ISAC)

ITEMS TO REPORT

- Did communications flow as expected? If not, why?
- Were processes and procedures followed?
- Were there any surprises?
- How well did the exercise work for your organization?



CONTACT US

The CTS SOC forms a focal point for the efficient reporting, containment, and recovery of security incidents.

To report a cyber-incident, contact the CTS Service Desk at (360) 753-2454 / 1-888-241-7597.

For general questions, send us an email at soc@cts.wa.gov.

For more information, visit our site at: http://www.soc.wa.gov.

The CTS Security Operations Center (SOC) is an active member with the Multi-State Information Sharing and Analysis Center (MS-ISAC) which has been designated by the US Department of Homeland Security as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal (SLTT) governments. Through this relationship, the CTS SOC is able to leverage resources available from MS-ISAC of malware analysis, reverse engineering, log analysis, and forensics analysis in a cyber incident.

The mission of the CTS SOC is to provide centralized information sharing, monitoring, and analysis of Washington State security posture. The promotion of cyber security education and awareness to end users is critical to maintenance of a strong security posture of the Washington State network.

SECURITY OPERATIONS